

Sandcastle
PROPERTY MANAGEMENT AND
BROKERAGE LLC

16266 San Carlos Blvd, Suite 10
Fort Myers, FL 33908
239-466-3330
239-466-0918 (FAX)
www.sandcastlepmb.com

DATE: _____

ASSOCIATION: _____

Dear unit owner:

We have received documentation informing us that your unit is being sold. If you are currently on automatic payments through our office (ACH), please complete this form and return it to our office immediately to discontinue this payment.

NAME: _____

PROPERTY ADDRESS BEING SOLD: _____

UNIT: _____ DATE OF CLOSING: ____/____/____

DATE YOU WISH FOR ACH PAYMENTS TO BE DISCONTINUED: _____

PHONE NUMBER : _____

E-MAIL ADDRESS: _____

I GIVE PERMISSION TO ALLOW SANDCASTLE PROPERTY MANAGEMENT TO STOP ALL FUTURE AUTOMATIC DEBITS FROM COMING OUT OF MY ACCOUNT TO PAY MY MONTHLY/QUARTERLY ASSESSMENTS EFFECTIVE ON:

____/____/____

SIGNATURE: _____

PLEASE NOTE THAT NOT SIGNING AND RETURNING THIS FORM MAY RESULT IN THIS AUTOMATIC DEBIT NOT BEING STOPPED AND AN EXTRA PAYMENT BEING WITHDRAWN FROM YOUR ACCOUNT AFTER CLOSING.